



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

COMMITTEE OF THE WHOLE

Date: Tuesday, November 7, 2023 at 10:00 a.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade Avenue,
Harrison Hot Springs, British Columbia

THE MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM CONFERENCE

1. CALL TO ORDER	
Meeting called to order by Mayor Wood Acknowledgement of Sts'ailes traditional territory.	
2. INTRODUCTION OF LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ITEMS FOR DISCUSSION	
(a) Report of Chief Administrative Officer dated November 1, 2023 Re: Council Meeting Location	Page 1
(b) Report of Operations Manager dated November 1, 2023 Re: Geographic Information System	Page 5
(c) Report of Community Services Manager dated November 1, 2023 Re: Proposed Woods Park Playground Update	Page 7
(d) Mobi-Mat Replacement with Boardwalk	
(e) Village Summer Party	
(f) Joint Application for Park Boundary Adjustment	
WHEREAS the joint application for a park boundary adjustment has recently been officially submitted by the District of Kent and the Village of Harrison Hot Springs to BC Parks; and	
WHEREAS there is a resolution of Council from the October 18, 2023 Regular Council Meeting as follows:	
<i>THAT staff be directed to immediately work with the District of Kent to set up a joint meeting with all parties involved for approval of the Ruby Creek evacuation route and to</i>	

provide all Councillors a copy of the pending application submission by the District of Kent; and

WHEREAS time is of the essence to have the evacuation route open for the 2024 fire season; and

WHEREAS there are no detailed construction plans engineered; and

WHEREAS the Village does not have a financing agreement or budget in place, therefore be it resolved

THAT staff be directed to immediately work with the District of Kent to produce engineering drawings with detailed construction plans ready for contractor bids; and

THAT staff be directed to immediately work with the District of Kent to establish a joint budget for the construction and future operating/maintenance costs of the evacuation route; and

THAT staff be directed to immediately work with the District of Kent to pre-approve contractors for construction ensuring the completion before the 2024 fire season; and

THAT staff be directed to provide monthly progress reports to Council.

(g) Wildfire Risk Assessment Report

WHEREAS the Village has paid for a Wildfire Risk Assessment Report by Blackwell & Associates; and

WHEREAS that report is fundamentally flawed because it has the summer wind pattern stated erroneously backwards; and

WHEREAS the afternoon hot winds blow from South to North and not from North to South as erroneously stated; and

WHEREAS this results in a gross understatement of the wildfire risk, therefore be it resolved

THAT the Village demand that the report be corrected using the proper wind pattern in Harrison Village instead of the irrelevant wind data from Haig station in Hope and that a corrected and revised report be provided to the Village as soon as possible.

(h) Sight Lines at Intersections

WHEREAS Councillor Allen has identified a number of sight line infractions; and

WHEREAS preservation of life and safety is identified as the top priority in Bylaw Enforcement and Complaint Policy No 1.38; and

WHEREAS Zoning Bylaw No. 1115 defines the specific sight line requirements at intersections; and

WHEREAS Bylaw Notice Enforcement Bylaw No. 855 defines the fines for breaching zoning requirements and outlines the designation of Bylaw Enforcement Officer; and

WHEREAS Delegation of Powers, Duties and Functions of Council Bylaw No. 1041 establishes the position of the Chief Administrative Officer as per Section 147 of the *Community Charter* which states the following:

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

- (a) overall management of the operations of the municipality;*
- (b) ensuring that the policies, programs and other directions of the council are implemented; and*

WHEREAS Section 116 of the *Community Charter* lays out the responsibilities of the Mayor as follows:

- 116 (1) The mayor is the head and chief executive officer of the municipality.*
- (2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:*
 - (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality; and*

WHEREAS the Chief Administrative Officer recently informed Council that enforcement of the Village's bylaws is the responsibility of Council and not staff unless it has been delegated to either the Bylaw Enforcement Officer or administrative staff; and

WHEREAS Council has delegated the authority of bylaw enforcement to the Bylaw Enforcement Officer, therefore be it resolved

THAT staff direct the Village's Bylaw Enforcement Officer to enforce Zoning Bylaw No. 1115 for intersection sight lines with respect to the issues identified by Councillor Allen.

5. ADJOURNMENT



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL
COMMITTEE OF THE WHOLE

TO: Mayor and Council DATE: November 6, 2023
FROM: Tyson Koch Chief Administrative Officer FILE: 0530-01
SUBJECT: Council Meeting Location

ISSUE:

Mayor and Council would like to discuss Council meeting locations.

BACKGROUND:

On May 4, 2020, Council passed the following motions:

THAT Meetings of Council be relocated to Memorial Hall until such time as the need for physical distancing related to the COVID19 Pandemic are no longer deemed necessary; and

THAT an expenditure of up to \$30,000, to be funded from surplus, be approved to fund the installation of audio/visual improvements to Memorial Hall to facilitate the holding of public meetings.

CARRIED
OPPOSED BY COUNCILLORS HOOPER AND PIPER
RC-2020-05-07

On October 18, 2021, Council passed the following motion:

THAT Council Meetings and public hearings remain at Memorial Hall until further decision of Council.

CARRIED
UNANIMOUSLY
RC-2021-10-14

On January 16, 2023, Council passed the following motion:

THAT Council Meetings be permanently relocated to the Village Office as soon as possible with up to \$5,000 allocated to relocate audio visual equipment to the Village Office to be funded from taxation and up to \$15,000 to purchase furnishings for Council Chambers, to be funded from office equipment reserves.

CARRIED
UNANIMOUSLY
RC-2023-01-07

On October 16, 2023, Council passed the following motion:

THAT the matter of moving Council Meetings back to the Memorial Hall be referred to the next Committee of the Whole meeting.

CARRIED
OPPOSED BY MAYOR WOOD AND COUNCILLOR ALLEN
 RC-2023-10-13

DISCUSSION:

Memorial Hall as a Council Chambers

Using Memorial Hall as a Council Chambers reduces availability of the Hall for one or two Mondays per month. Having meetings at Memorial Hall provides more space for Council, staff, and the public. The current audio/visual equipment was installed as a temporary system during the COVID-19 pandemic. Due to the number of complaints that Village staff received from Council and the public, Council will need to consider an additional investment of up to \$45,000.00 for new, permanent audio/visual equipment at Memorial Hall.

It should be noted that converting Memorial Hall between the use of Council Chambers and other events takes approximately 6 hours of staff time per event (one hour for two people to take down equipment and tables, one hour to clean, one hour for two people to set up, and one hour of administrative time to reconnect and test IT and audio/visual equipment).

Village Office as Council Chambers for Summer Months

To maximize availability and cost return potential of Memorial Hall, Council must temporarily relocate to the Village Office for 3 council meetings (one per month) held in July, August, and September. The Village made a significant investment in 2023 to the Village Chambers audio/visual system to accommodate online engagement and persons with accessibility challenges. Gallery seating available for up to 20 people remains available for the public. There would be no additional financial implications to continue this practice.

Public Hearings

Public hearings may continue to be held in person at Memorial Hall as needed.

FINANCIAL:

Staff recommends upgrading the Zoom Video Conferencing software used to host electronic meetings at a cost of up to \$1,500.00 annually. The upgraded version of Zoom will allow staff to manage online engagement more efficiently. Online meeting viewers have increased significantly, however electronic participation during question period is rarely utilized.

Rough estimates from the Village's audio/visual supplier for permanent equipment at Memorial Hall including built in speakers, new audio mixer, new speakers, video camera and additional requirements which will cost up to \$45,000.00.

OPTIONS:

1. Keep Council Meetings at the Village Office Council Chambers and move to Memorial Hall for public hearings.
2. Move Council Meetings back to Memorial Hall as soon as possible without upgrading the audio/visual equipment and move back to the Village Office Council Chambers for the summer months.
3. Move Council Meetings back to Memorial Hall as soon as possible with up to \$45,000.00 allocated to upgrade audio/visual equipment to be funded from surplus and move back to the Village Office Council Chambers for the summer months.

Respectfully submitted:



Tyson Koch
Chief Administrative Officer

REVIEWED BY:



Scott Schultz
Chief Financial Officer

To enhance Village operations, GIS could be utilized by staff to streamline operations and provide detailed information on assets. The use of this technology in the field will provide for greater efficiency by allowing staff to have more access to information related to daily tasks and inspections.

To expand GIS usability and function for Village operations, the Village would require two tablets for field usage of at a cost of up to \$3,000.00.

RECOMMENDATION:

THAT staff be authorized to work with the Fraser Valley Regional District to add mapping layers to the Village's Geographic Information System and make the system publicly available on the Village's website; and

THAT staff be authorized to purchase two tablets for field usage of the GIS mapping system at a cost of up to \$3,000.00.

Respectfully submitted:

REVIEWED BY:



Jace Hodgson
Operations Manager



Tyson Koch
Chief Administrative Officer

At the May 1, 2023 Regular Council Meeting, a report was presented with playground options ranging in cost from \$19,300.00 for swings to \$75,750.00 for a playground structure with ground covering.

At that meeting, Council passed the following motion:

***THAT** the proposed Woods Park playground be referred back to staff to look into available funding and research additional options for a natural looking playground and a report be brought back for Council's consideration at a future date when staff are in place.*

DISCUSSION:

In preparing this report, staff reviewed all feedback received including correspondence that was received late (see attached correspondence from May 7, 2023 and August 17, 2023).

A highlight from all feedback received, both positive and negative, was the importance of maintaining the aesthetic, natural aspects of Woods Park. Also taken into consideration was the demographics of our community and that we are recognized as an Age-Friendly Community by the Province.

In its 2023 Strategic Plan, Council identified the importance of Harrison Hot Springs being a Healthy Livable Community. This strategic priority follows suit with the Age-Friendly concepts of inclusivity, social participation, and community connections. Based on this information, staff is presenting new ideas for consideration that could be utilized by all ages in the community and allow for the discussion on potential additions in the future.

Live 5-2-1-0 is a provincial initiative to promote healthy behaviours among children. Local communities have the potential to have a positive impact on children and family health habits through promotion and awareness of this initiative. One of the components of the initiative is the installation and maintenance of a Live 5-2-1-0 Playbox. These playboxes contain equipment for active play and can be left unlocked or locked with a code combination that residents can receive and then use for access. There are several resources available to assist in the creation of these playboxes. Games and equipment that can be found in a playbox include items such as badminton sets, beanbags, sports balls, etc. Equipment would be available for all ages to use. This would provide activities for residents to participate in when they gather in Woods Park with neighbours, friends, or family.

There is currently no budget specifically allocated for creating a playground space at Woods Park. There is, however, \$5,000.00 budgeted for a community event. Implementing the Live 5-2-1-0 community initiative and coordinating the grand opening with a community awareness event would allow the Village to add play features to Woods Park without impacting any of the trees, ground covering, or overall aesthetics of the park.

PROJECT #1:

Live 5-2-1-0 Playbox \$2,200.00 plus installation costs.

Another all-ages addition to Woods Park that could be installed would be a set of concrete cornhole boards. Cornhole is a popular outdoor game that can be enjoyed by all ages. All you need to participate is a set of beanbags, which community members could bring along. Alternatively, beanbags could be found in the Live 5-2-1-0 playbox if the projects were installed in coordination with one another.



Concrete Cornhole Set \$2125.00

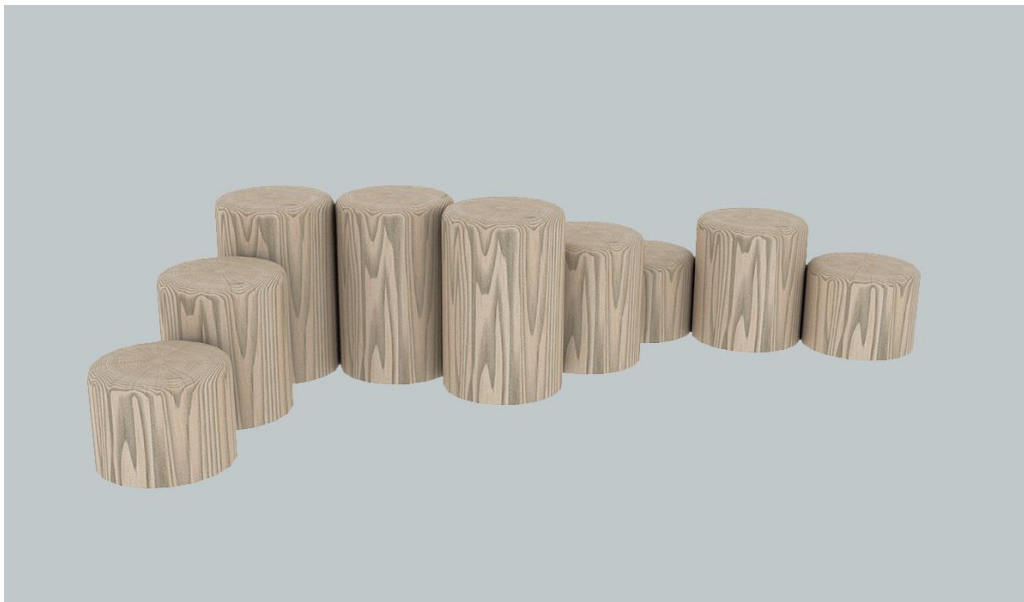
PROJECT #2:

Natural play is becoming important for children who are spending more time indoors and in front of screens. Natural play refers to “interacting with natural elements of the environment in an imaginative way” (Landscape Architects Network). In keeping with the natural aspects of Woods Park, staff researched a few options that could be installed without impacting any of the trees or needing any type of ground covering. These items would encourage natural play and provide a benefit for families in the community.

Proposed costs of some options that would facilitate natural play are shown below. As there is no funding available at this time, these are identified as ideas for discussion and could be worked into future budgets or grant applications when opportunities arise.



Wooden Playhouse with Benches and Table – Estimated Cost \$7,500.00



Log Steppers, available in 5 piece to 9 piece configurations; starting at \$3,349.00

RECOMMENDATIONS:

THAT staff be authorized to implement the Live 5-2-1-0 community initiative; and

THAT staff be authorized to purchase supplies and install a Live 5-2-1-0 playground box and concrete cornhole boards in Woods Park with a community event to celebrate the launch of the program, utilizing the Community Event budget not to exceed \$5,000.00 for both the install and event.

Respectfully submitted:



Christy Ovens
Community Services Manager

REVIEWED BY:



Tyson Koch
Chief Administrative Officer

Attachments: Emails from Les and Ewa Balas dated May 7, 2023 and August 17, 2023

Admin

From: Les Balas

Sent: May 7, 2023 2:30 PM

To: Reception <info@harrisonhotsprings.ca>

Subject: Woods Park Upgrade

Village of Harrison Hot Springs

To the Mayor and Council of Harrison

Re: Woods Park Upgrade

Dear Sir, Madam:

We just received the notice about a request to install a playground in Woods Park.

1) Please advise who is requesting this playground installation (an individual, a group of people - how many, where most of them are living - along the Driftwood and Cottonwood Ave) and what reasons were given for the proposed playground installation.

2) Was the requesting party suggesting the need to install a playground for small children or for senior citizens folks?

The demographic of Harrison Hot Springs show clear trend that its population is ageing with majority in 50-79 age group with only 145 children aged below 10 in entire village.

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<https://townfolio.co/bc/harrison-hot-springs/demographics>

There are already children playgrounds close by, the closest one is 500m away at Spring Park with play area for small children, for teenagers and adults

including tennis and basket ball courts, and one on Harrison Lagoon by Beach Facility (Public Washroom & Outdoor Fitness Center).

From observation, even during busy summer weekends with hundreds of visitors with small children coming, existing children playgrounds are barely utilized.

If additional children playground is needed it should be located in Rendall Park beside existing public washrooms where most of the children with parents congregate, similarly like by Harrison Lagoon Beach Facility.

We do not see any compelling reason for taxpayer founded installation of additional children playgrounds at this time till existing one are close to their rated capacity, and in Woods Park specifically.

Instead we would suggest to upgrade Woods Park to promote active lifestyle of local senior citizens and adults by incorporating outdoor health & fitness equipment for example:





without cutting existing trees.

The proposed design layout including optional equipment setups should be open for local residents to review and comment to help formulate recommended design before being approved by the village for implementation.

We are looking forward to your reply to queries 1) and 2).

Thank you for consideration.

Les & Ewa Balas

Admin

From: Les Balas

Sent: Thursday, August 17, 2023 7:50 PM

To: Amanda Graham <agraham@harrisonhotsprings.ca>

Subject: Re: Woods Park Update

Good morning Ms. Graham,

Thank you for the information.

Please make sure that Council get our message that they should not waste time and citizens money for another playground in Harrison which is not needed. Specially in Woods Park.

Request from one person does not make any sense.

The Council has request from Driftwood Ave neighbours to leave the Woods Park as is and not develop it installing playground.

The money could be much better spent by addressing sand problem at Rendall Park - that is sand blowing over the grass all way to the town-houses (see attached Sand problem picture).

This problem needs installation of concrete block wall as shown on picture Solution to sand problem.

Regards,

Ewa and Les Balas

